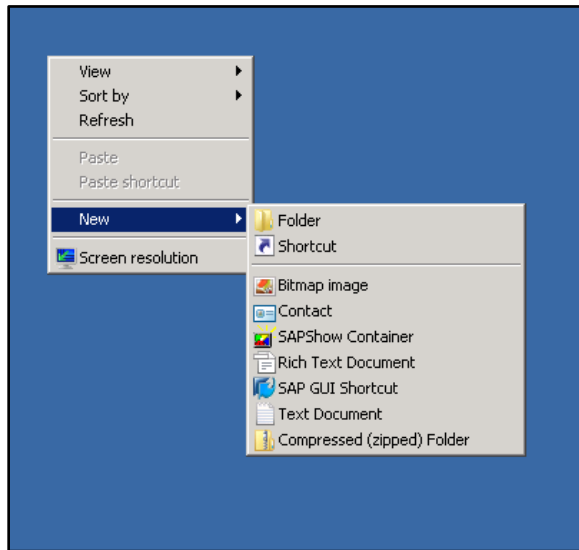


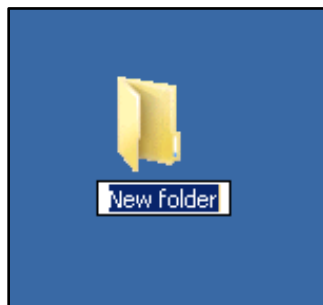
How to Upload District & School Photos

Step 1: Create the zip file:

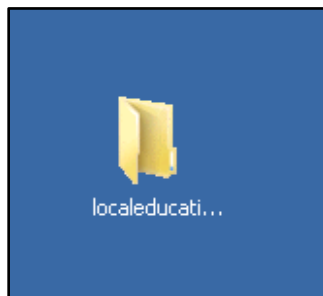
- Right click on the desktop of your computer




- Choose “New -> Folder”



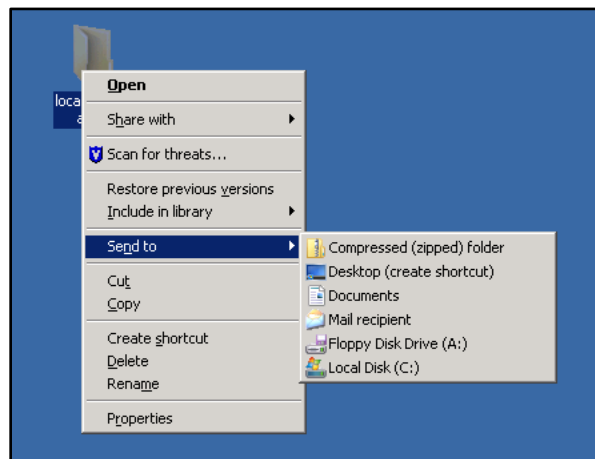
- Name the district photo folder '*localeducationagency*' if you are uploading a district's photo, or name the folder '*school*' if you are uploading a school's image.



- Place any PNG or JPEG image in the folder. The image must be sized **121 X 93**
- The name of the photo file must be named the district or school LEA number.

Name	Date modified	Type	Size
 6303000.jpg	1/16/2015 3:45 PM	JPEG image	39 KB

- Close the folder.
- Right click the folder, and choose “Send To -> Compressed (zipped) folder”



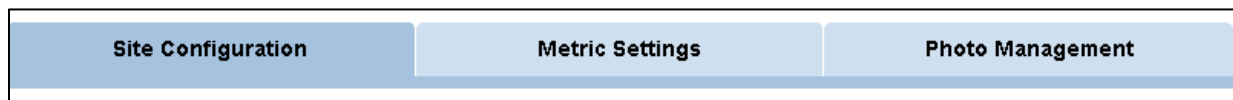
- This will create a new zipped folder called 'localeducationagency.zip' or 'school.zip'



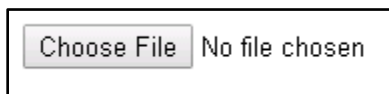
Step 2: Uploading the Photo(s)

Note: The ability to upload photos is limited to the System Administrator for each district.

- Once logged on to StudentGPS
- Choose the “Photo Management” tab.

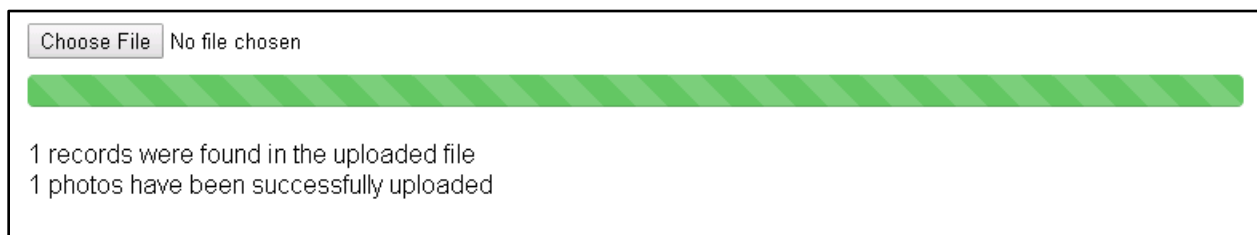


- If you are uploading a district image, ignore the school dropdown. If you are uploading a school's image, select the school you are uploading.
- Select “Choose File”



- Browse to the location where you saved the compressed (zipped) folder.
- Select ‘Open’

After a few seconds, this success message should appear:



- Refresh the page. The new image should appear.